





The following steps will allow you to submit and verify an approved SF-182 Request for a user when logged in as an administrator.

Step	Action
1.	Login to <b>AgLearn</b> as an administrator by selecting the <b>Login</b> link shown under <b>Administrator</b> at the left of the splash page.
2.	Select <b>User Management</b> from the top menu bar.
3.	Enter the last and first name of the user you wish to work with and select <b>Search</b> .
4.	Locate the user in the search results and select the <b>Edit</b> icon (  ) next to their user name.
5.	Select the <b>External Requests</b> tab.
6.	Select <b>New Request</b> at the bottom of the page.
7.	Complete the SF-182 form. Fields marked with a red asterisk are required. Check the <b>Submit Request as Approved</b> option at the bottom of the form and select <b>Submit</b> .
8.	On success, you are returned to the user's External Training Requests Page. To verify the event select <b>Verify</b> in the <b>Action</b> column.
9.	Complete the verification form. Fields marked with a red asterisk are required. Check the <b>Submit Request as Approved</b> option at the bottom of the form and select <b>Submit</b> .
10.	On success, you are returned to the Edit External Training Requests page.

The following steps will allow you to edit an active SF-182 Request for a user when logged in as an administrator.

Step	Action
1.	Login to <b>AgLearn</b> as an administrator by selecting the <b>Login</b> link shown under <b>Administrator</b> at the left of the splash page.
2.	Select <b>User Management</b> from the top menu bar.
3.	Enter the last and first name of the user you wish to work with and select <b>Search</b> .
4.	Locate the user in the search results and select the <b>Edit</b> icon (  ) next to their user name.
5.	Select the <b>External Requests</b> tab.
6.	Locate the request you wish to edit and select <b>Edit</b> from the <b>Action</b> column.
7.	Complete the required edits and select <b>Apply Changes</b> from the bottom of the form.
8.	On success, you are returned to the user's External Training Requests Page.

The following steps will allow you to print an SF-182 Request for a user when logged in as an administrator.

Step	Action
1.	Login to <b>AgLearn</b> as an administrator by selecting the <b>Login</b> link shown under <b>Administrator</b> at the left of the splash page.
2.	Select <b>User Management</b> from the top menu bar.
3.	Enter the last and first name of the user you wish to work with and select <b>Search</b> .
4.	Locate the user in the search results and select the <b>Edit</b> icon (  ) next to their user name.
5.	Select the <b>External Requests</b> tab.
6.	Locate the request you wish to print and select <b>View Request</b> from the <b>Action</b> column.
7.	Expand the External Training Request by selecting the <b>Expand</b> icon (  )
8.	Select the <b>Printable Version</b> link.
9.	Select <b>Print this Request</b> .
10.	Locate the desired printer, set the print options and select <b>Print</b> .